

**APPLICATION**  
**Maryland Energy Administration**  
**COUNTY ALLOCATED COMPETITIVE**  
**EmPOWER Clean Energy Communities**  
**FY2015 Low-to-Moderate Income Grant Program**

**APPLICATION DEADLINE: 11:59 p.m. EST, Friday, November 21, 2014**

<b>1. Name of Applicant Organization</b>			
<b>2. Description of Applicant Organization:</b> In 200 words or less, please provide MEA with a description of your organization's mission and/or purpose as well as an overview of your organizational structure.			
<b>Authorized Representative</b>			
<b>3. Name of individual with signature authority for the applicant organization</b>	<b>4. Title</b>	<b>5. Phone Number</b>	<b>6. Email Address</b>
<i><b>For Local Governments Only</b></i> (all others skip to 11)			
<b>7. Name of attorney responsible for grant agreement review</b>	<b>8. Title</b>	<b>9. Phone Number</b>	<b>10. Email Address</b>
<b>Application Contact</b>			
<b>11. Name of individual completing the application</b>	<b>12. Title</b>	<b>13. Phone Number</b>	<b>14. Email Address</b>
<b>Project Manager</b>			
<b>15. Name of individual who will manage the project on a day-to-day basis</b>	<b>16. Title</b>	<b>17. Phone Number</b>	<b>18. Email Address</b>

<b>19. Application Submittal Date</b>		<b>20. Federal Tax Identification Number</b>	
<b>21. Applicant Street Address.</b> Please include PO Box number if applicable.		<b>22. Applicant Nine digit zip code (Zip Code+4).</b> Nine digit zip codes can be found at <a href="http://zip4.usps.com/zip4/welcome.jsp">http://zip4.usps.com/zip4/welcome.jsp</a> .	
<b>23. Applicant <a href="#">DUNS number</a>.</b> If your organization does not have a DUNS number, please enter N/A.	<b>24. <a href="#">U.S. Congressional District</a> where work is to be performed.</b> Enter address and click "Find." Your U.S. Congressional district will be shown on the left side of the screen as "Maryland District."	<b>25. <a href="#">MD Legislative District</a> where work is to be performed.</b> Enter address and click "Find." Your Maryland Legislative district will be shown on the left side of the screen as "District."	
<b>26. Maryland County where project will be completed</b> (please select ONLY one county. Applications for multiple counties will require a separate application for each county).			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Allegany County</div> <div style="width: 33%;"><input type="checkbox"/> Charles County</div> <div style="width: 33%;"><input type="checkbox"/> Prince George's County</div> <div style="width: 33%;"><input type="checkbox"/> Anne Arundel County</div> <div style="width: 33%;"><input type="checkbox"/> Dorchester County</div> <div style="width: 33%;"><input type="checkbox"/> Queen Anne's County</div> <div style="width: 33%;"><input type="checkbox"/> Baltimore City</div> <div style="width: 33%;"><input type="checkbox"/> Frederick County</div> <div style="width: 33%;"><input type="checkbox"/> St. Mary's County</div> <div style="width: 33%;"><input type="checkbox"/> Baltimore County</div> <div style="width: 33%;"><input type="checkbox"/> Garrett County</div> <div style="width: 33%;"><input type="checkbox"/> Somerset County</div> <div style="width: 33%;"><input type="checkbox"/> Calvert County</div> <div style="width: 33%;"><input type="checkbox"/> Harford County</div> <div style="width: 33%;"><input type="checkbox"/> Talbot County</div> <div style="width: 33%;"><input type="checkbox"/> Caroline County</div> <div style="width: 33%;"><input type="checkbox"/> Howard County</div> <div style="width: 33%;"><input type="checkbox"/> Washington County</div> <div style="width: 33%;"><input type="checkbox"/> Carroll County</div> <div style="width: 33%;"><input type="checkbox"/> Kent County</div> <div style="width: 33%;"><input type="checkbox"/> Wicomico County</div> <div style="width: 33%;"><input type="checkbox"/> Cecil County</div> <div style="width: 33%;"><input type="checkbox"/> Montgomery County</div> <div style="width: 33%;"><input type="checkbox"/> Worcester County</div> </div>			
<b>27. Total EmPOWER Clean Energy Communities grant funding request (\$)</b>			
<b>28. Total Funding Match/Leveraged Funds (\$)</b> Please list all funding matches (dollars, labor, supplies, administrative support, etc.) provided by the applicant organization or organizations other than MEA that are helping to fund the proposed energy efficiency project'. <i>Note: Matching funds are not a requirement of this grant program.</i>			
<p>Does your electric utility offer an incentive program for energy efficiency improvements? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Check the offerings of your utility at the appropriate web site: <a href="#">Baltimore Gas &amp; Electric (BGE)</a> <a href="#">Potomac Edison</a>  <a href="#">Pepco</a> <a href="#">SMECO</a> <a href="#">Delmarva Power</a></p> <p>Have you applied or do you plan to apply to a utility incentive program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes: Utility _____ Potential incentive \$ _____</p> <p>Check one: <input type="checkbox"/> Applied for <input type="checkbox"/> Awarded</p> <p>Expected date of award: _____</p> <p>Non-utility funding sources you intend to leverage for this project:</p> <p>Name _____</p> <p>Description _____</p> <p>Dollar value \$ _____</p> <p>Please attach applications, award letters or other documentation related to utility and other incentive programs.</p> <p><input type="checkbox"/> Documentation is attached.</p>			

**29. Project Narrative:** Please provide a summary of your project (limit: 200 words). The summary should include a description of each energy measure in your proposed project. While developing your project, please review the *Grant Restrictions and Limitations* outlined on pages 4 and 5 of the EmPOWER Clean Energy Communities Fiscal Year 2015 Low-to-Moderate Income Grant Program Application Instructions.

**30. Annual Energy Savings:** Please provide an estimate of the amount of energy, by type (e.g. kWh, gallons of heating oil), that will be saved annually through your proposed project. For residential energy measures, please use the energy assumptions outlined on pages 8 and 9 of the EmPOWER Clean Energy Communities Fiscal Year 2015 Low-to-Moderate Income Grant Program Application Instructions as your primary source of energy savings estimates. For commercial energy measures, as well as any residential energy measures not included in the list of energy assumptions outlined on pages 8 and 9, grant applicants should use energy estimates completed by qualified auditors, or online calculators maintained by the U.S. Department of Energy (DOE), such as ENERGY STAR calculators.

A sample energy savings calculation can be found on page 10 of the EmPOWER Clean Energy Communities Fiscal Year 2015 Low-to-Moderate Income Grant Program Application Instructions.

**31. Impact on low-to-moderate income Marylanders:** Please include an estimate of the number of low-to-moderate income individuals and/or households that will benefit from this project over a fifteen year period, the anticipated life of most potential energy efficiency measures. For examples of how to calculate the number of low-to-moderate individuals who will be impacted by this grant program, see page 6 of the EmPOWER Clean Energy Communities Fiscal Year 2015 Low-to-Moderate Income Grant Program Application Instructions.

Clearly outline the ways in which low-to-moderate income individuals and/or households will benefit (directly or indirectly) from your project should you receive an award.

\_\_\_\_\_ (number) low-to-moderate income ☐ **Marylanders** / ☐ **households** (check one) would benefit directly from this MEA grant project.

They would benefit in the following ways:

**32. Geographic Areas:** Please indicate the geographic areas (city/town AND zip code) where work on the project you are proposing is expected to take place. List all locations, if more than one.

**33. Priority Funding Areas:** The State of Maryland gives priority to projects occurring in Priority Funding Areas. According to the [Maryland Department of Planning \(MDP\) website](#), Priority Funding Areas are existing communities and places where local governments want State investment to support future growth. The following areas qualify as Priority Funding Areas:

- every municipality, as they existed in 1997;
- areas inside the Washington Beltway and the Baltimore Beltway;
- areas already designated as enterprise zones, neighborhood revitalization areas, heritage areas and existing industrial land.

See the [map of Priority Funding Areas](#), including a search by address feature, on the MDP website.

**Will your project, in full or in part, be occurring in an area designated for Priority Funding?**

☐ Yes ☐ No

**34. Cost Breakdown:** Complete the following table describing each component of the project and its estimated cost. Please add more rows as necessary. For each item, please list the source of the estimate (vendor estimate, quotation, website, etc). If available, please provide price estimate documentation as an attachment.

Item or activity	Check as appropriate		Source of Price Estimate	Cost Amount (\$)
	Labor	Equipment or Supplies		
Applicant supplied matching funds				
Administrative costs (maximum of 10% of total project costs):				
<b>Total Cost of Project</b>				

**35. Administrative Costs:** If you have requested administrative costs in **Section 34. Cost Breakdown**, outline how administrative costs will be used in your project. Note that only up to 10% of your award may be earmarked to cover administrative costs. See page 5 of the EmPOWER Clean Energy Communities Fiscal Year 2015 Low-to-Moderate Income Grant Program Application Instructions for more on administrative costs.

Total administrative costs: \$ \_\_\_\_\_

Use

Amount

_____	_____
_____	_____
_____	_____

**36. Project Schedule:** Describe your proposed project schedule in the table below. List all major project milestones in the first column. In the last column, please list the expected completion date. For this schedule, assume that **February 1, 2015** is the earliest that your grant funds will be available. Grant construction must be completed by **November 1, 2015** with invoices submitted to MEA by **December 1, 2015**. Create your project schedule accordingly to comply with this timeframe, taking into consideration scheduling concerns that may impact your organization (facility schedules, holidays, weather, etc.), as well as equipment and material lead times.

Project Milestone	Expected Completion Date

**37. Project Completion:** This project can be completed and invoices can be submitted to MEA within the anticipated grant period occurring between **February 2015** and **October 31, 2015**.

☐ Yes    ☐ No

**38. Proof of incorporation:** Proof of incorporation is required for all non-profit organizations. Local governments do not need to provide proof of eligibility.

**Proof of eligibility has been attached for my organization.**

☐ Yes    ☐ No    ☐ Not applicable (local governments only)

**39. Procurement Policy and/or Practices:** Briefly describe your organization's procurement policy. If your organization does not have a formalized procurement policy, outline how you would identify contractors and vendors to provide goods and services, should you receive a grant award from MEA.

**40. Additional Funds:** If additional EmPOWER Clean Energy Communities grant funding becomes available, does your organization have an interest and the capability to complete additional energy efficiency projects consistent with your original grant application by the grant deadlines?

☐ Yes    ☐ No

**Comments:**

**41. Eligibility verification (individual participants):** Describe the process that will be used to verify that all participants/beneficiaries comply with the low-to-moderate income requirements outlined on pages 3 and 4 of the EmPOWER Clean Energy Communities Fiscal Year 2015 Low-to-Moderate Income Grant Program Application Instructions.

**42. 2015 LMI Statewide Competitive Grant Fund:** A \$5.5 million competitive grant fund is available for large scale innovative projects. This competitive fund is available to any program-eligible organization regardless of county allocations.

Will you be submitting an application for this funding source?

☐ Yes    ☐ No

**Comments:**

#### **Agreement to Terms, Conditions and Certification**

**By signing and dating the application below, I certify that I agree to the following terms and conditions:**

1. I understand that applications are accepted and grants are awarded on a competitive basis, with applications to be **e-mailed no later than 11:59 p.m. Eastern Time, November 21, 2014**. Applications must be submitted electronically to [EmPOWERMD.LMI@sra.com](mailto:EmPOWERMD.LMI@sra.com).
2. I certify that the building(s) to be upgraded are located in the state of Maryland.
3. I understand that this application does not guarantee that I will be awarded a grant for the proposed energy efficiency project.
4. To be eligible for grant funding, I understand that the equipment may not be installed before my organization has an executed Grant Agreement with MEA.

7. I give permission to the Maryland Energy Administration (MEA) or its representative(s) to use photos of my facility, and data presented in my final energy evaluation or audit report for marketing, publicity, and advertising purposes. MEA and its representatives, subject to the requirements of the Maryland Public Information Act, §10-611 et seq. of the State Government Article, will not divulge any confidential information or trade secrets.

8. Under penalties of perjury, I, the Applicant, certify that: Federal ID# and/or social security number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (as defined in IRS Form W-9).

9. I understand that any grant received through this program is taxable as income; therefore the Maryland Energy Administration will be sending a 1099-G form, and shall be reported as income on federal and state tax returns. For more information, applicants should contact a qualified tax professional.

10. I will allow authorized representatives of the EmPOWER Clean Energy Communities Low-to-Moderate Income Competitive Grant Program access to my facility in order to conduct energy audits, site inspections, or measurement & verification activities.

11. I understand the program terms & conditions are subject to change.

12. I understand that any grant payment will be contingent upon MEA acceptance and/or inspection of the equipment installed.

13. Each party shall indemnify the other for any losses or damages, except to the extent that the losses or damages arise from a party's sole negligence or willful misconduct.

14. MEA and its contractors make no representation or warranty, and assume no liability with respect to quality, safety, performance, or other aspect of any design, system or appliance installed pursuant to this application, and expressly disclaim any such representation, warranty or liability.

15. I certify that I am an authorized signatory for the Applicant.

Authorized Applicant Signature: \_\_\_\_\_

Name and title (please print): \_\_\_\_\_

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_